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Civil Rights & Equal Opportunity Department
Economic Equity & Inclusion
Contractor Utilization Plan Approval Form

Date: 9/11/26
Form Prepared By: J Driskell

Trimble/e-Builder users: Approval Form must be completed and attached in PDF format where indicated. CUP/LOIs must be attached where indicated, or as supporting documents.

Contract/Project Number: 1814 / 60810135	**Developer/Prime:** Kissick COnstruction
Project Name: SSP City Wide CCTV and Sewer Cleaning Area 1	**Email:** Josh Slocum jslocum@kissickco.com
Contract Amount: 1,500,000.00	**Address:** 8131 Indiana Avenue Kansas City, MO 64132

Funding:	☑ City	☐ State	☐ Federal	☐ CO-OP	Grant:	Other:
Project Requirements:	☑ KCSBE	☐ DBE	☐ Section 3	☐ N/A		
Tax Incentive:	☐ LCRA	☐ TIF	☐ PIEA	☑ N/A	Other:	
Prevailing Wage:	☐ Yes	☑ No				
Davis-Bacon:	☐ Yes	☑ No				

Construction Employment Program:
☐ Yes: Workforce goals are 10% Minority & 2% Women. There are over 800 Workforce hours and project cost is $300,000 or more.
☑ No: Workforce hours are less than 800 and project cost is less than $300,000.

Contract Goals	**Contractor Utilization Plan Achievement**
KCSBE: 15 %	Self-Perform: _____%
	KCSBE: 15 %
	Non-certified firms: _____%

Contract Type:

☐ Construction ☐ Design-Build ☐ Design Professional ☑ Professional Services
☐ General Service ☐ Concession ☐ Other Goods & Services ☐ Non-Municipal Agency
☐ Co-Operative ☐ Revenue Sharing ☐ Facilities Maintenance/Repair/Renovation
☐ Other:

Project Manager: Julia Sherwin	Email: jesherwin@burnsmcd.com

Additional Information:

This document is submitted with all available facts. Intentionally falsifying this document or omitting pertinent facts is grounds for disciplinary action pursuant to KCMO Human Resources Rules & Policy Manual (eff. August 4, 2014).

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The Contractor Utilization Plan is:

◉ Approved ○ Disapproved

15 % KCSBE _____% DBE

The Request for Good Faith Efforts Waiver is:

○ Approved ○ Disapproved ⊗ Not Applicable

Appeal Sent? ○ Yes ○ No

CREO Signature: DocuSigned by: CDBE6A49076D4B6... Date: 9/15/2026

Comments:

Contractor Utilization Plan (CUP) MUST be submitted to CREO prior to being posted on docket for review & approval from Council.

Inter-Departmental Communication

Date: September 15, 2026

To: Councilman Kevin O'Neill; Chair; Transportation. Infrastructure & Operations Committee

From: Jaime Guillen; Director; Civil Rights & Equal Opportunity Department

Subject: RFM CUP Summary – 60810135 / WSD1814 - SSP City Wide CCTV and Sewer Cleaning Area 1

CONTRACTOR:	Kissick Construction Co., Inc.
Address:	8131 Indiana Ave. Kansas City, MO 64132
Contract #	60810135 / WSD1814 - SSP City Wide CCTV and Sewer Cleaning Area 1
Contract Amount:	$1,500,000.00
KCSBE Goal:	15%
Total KCSBE Participation:	15%

SUBCONTRACTOR:

Name:	TREKK Design Group, LLC
Address:	1310 E 104th St. Kansas City, MO 64131
Scope of Work:	Sanitary Sewer Cleaning, CCTV Inspections, and MSI Inspections
Subcontract Percentage:	8%
Actual Dollar Amount:	$112,500.00
Ownership:	Robinett, Kimberly

SUBCONTRACTOR:

Name:	SE3 Group, LLC
Address:	8401 E Blue Pkwy., Suite 222 Kansas City, MO 64133
Scope of Work:	CCTV Inspections and Locating
Subcontract Percentage:	8%
Actual Dollar Amount:	$112,500.00
Ownership:	Stewart, Christian

Comments:
The prime contractor has submitted a CUP (Contractor Utilization Plan) for project: SSP City Wide CCTV and Sewer Cleaning Area 1. City Council has adopted ordinance 260692. We are currently undergoing an interim period as CREO prepares for the launch of the new race- and gender-neutral Contracting Program. The Prime Contractor submitted a CUP with 15% KCSBE participation. The goal on the project is 15% KCSBE participation. Based on the preceding information, CREO KC CM approves this CUP with 15% KCSBE Subcontractor participation.

Notes:
N/A